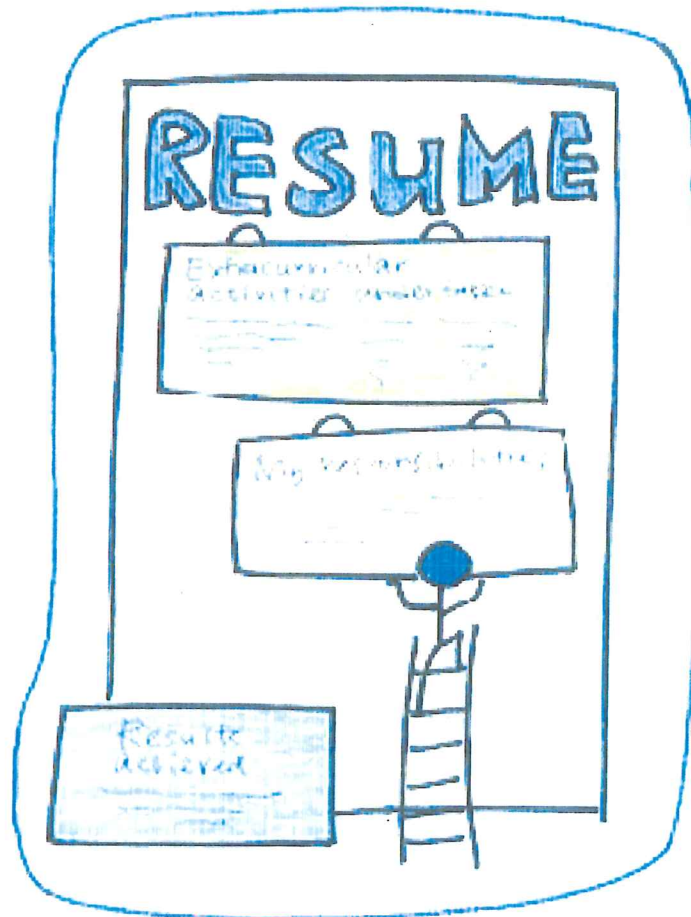


Building a Resume



Résumé Tips

"An eye-catching résumé that stands out above all others may be your best shot at getting noticed by a prospective employer...If a résumé is mediocre or conspicuously flawed, it will work against you and may undo all the good efforts in searching for a job."

– David F. Noble

Objective

- Show your interest – or even enthusiasm.
- Be realistic.
- Make sure your objective fits the employer you are giving this version of the resume to. (Yes, you may tailor your résumé to fit each specific job.)

Experience

- Include significant volunteer commitments as well as jobs.
- Where have you proved your ability to accomplish something significant?
- Keep it simple. If you were a babysitter, say so. Don't make up a fancy title.

Skills

- Have you led a team, organized an event, or built something? What skills did you need to accomplish it?
- Be sure to include any "hard" skills including using computers or equipment.

Activities

- Where have you had a chance to shine?
- Have you won competitions or recognition?

Interests

- What do you do that challenges you to learn or to grow as a person?

Education

- Identify your high school Small Learning Community or other interest area as well as school.
- List special achievements or academic accomplishments.

References

- These should be professionals who know you well enough to speak well of you.

Double Check

- ___ Spelling
- ___ All phone numbers and addresses are correct and current.

Résumé Power Words

Action words are the key to making your accomplishments sound impressive. If you're like many students, you're worried that you haven't done anything that will get you the job. But you've probably done more than you think you have. Using words like these to describe what you've done at work or in other activities can help highlight your experiences.

Positive words for any résumé:

Able	Adaptable	Ambitious	Analytical	Articulate
Bright	Creative	Capable	Competent	Confident
Consistent	Dedicated	Dependable	Dynamic	Efficient
Experienced	Flexible	Friendly	Hardworking	Honest
Imaginative	Independent	Motivated	People-oriented	Professional
Reliable	Responsible	Successful		

If you've started something:

Created	Designed	Developed	Devised	Established
Founded	Generated	Implemented	Initiated	Organized

If you've led something:

Administered	Approved	Assessed	Assigned	Coached
Conducted	Controlled	Coordinated	Directed	Enabled
Enlisted	Ensured	Evaluated	Facilitated	Guided
Instructed	Managed	Monitored	Motivated	Orchestrated
Planned	Prepared	Prioritized	Recruited	Researched
Resolved	Reviewed	Scheduled	Screened	Selected
Solved	Structured	Supervised	Taught	Trained

If you've done something:

Achieved	Acted	Advised	Allocated	Analyzed
Attained	Balanced	Calculated	Clarified	Classified
Compiled	Completed	Composed	Consolidated	Collaborated
Contributed	Decreased	Demonstrated	Diagnosed	Documented
Drafted	Edited	Engineered	Enhanced	Expanded
Expedited	Finalized	Forecasted	Identified	Improved
Increased	Integrated	Interpreted	Investigated	Maintained
Maximized	Negotiated	Obtained	Performed	Presented
Produced	Promoted	Provided	Quantified	Reconciled
Reduced	Reorganized	Participated	Revised	Represented
Simplified	Specified	Stimulated	Streamlined	Strengthened

Street Number and Name
City, State and Zip Code
Phone Number
Email Address

Your Name

Objective What do you want to do?

Work Experience Company Name
 Street Number and Name
 City, State and Zip Code
 Job Title
 • Duties or Achievements
 • Duties or Achievements

Accomplishments List one or more things that you have done or a special skill you may have.

Activities List activities in which you have participated such as scouting, sports teams, church groups, etc.

Interests List hobbies, special interests, travel, etc.

Education Name of High School
 Street Number and Name
 City, State and Zip Code
 Dates attended: From Date – Present

 Name of Middle School
 Street Number and Name
 City, State and Zip Code
 Dates attended: From Date – Present

 Name of Elementary School
 Street Number and Name
 City, State and Zip Code
 Dates attended: From Date – Present

References Name
 Street Number and Name
 City, State and Zip Code
 Phone Number

 Name
 Street Number and Name
 City, State and Zip Code
 Phone Number

12584 Castle Avenue
Saint Paul, MN 55106
(651) 555-2150
Bootsy@yahoo.com

Michael K. Boots

Objective To obtain a summer position with Saint Paul Parks & Recreation

Work Experience Mow Time Lawn Cutters
1234 Turf Ave. Suite B
Saint Paul, MN 55101
Landscaper

- Mowed lawns
- Landscaped properties

Babysitter
Various locations
Saint Paul, MN

- Responsible for the care of several youth
- Prepared meals & scheduled activities for youth

Skills: First Aid Skills
Computer Skills: Adobe Photoshop, Microsoft Word and Excel
Foreign Language Skills: Fluent in French and Swahili

Activities Cross Country Team
Boys & Girls Club Volunteer Youth Mentor

Interests Bird watching, disco dancing, cooking, Scrabble

Education Central High School
275 Lexington Parkway N.
Saint Paul, MN 55105
Dates attended: Fall 2005 – Present
Expected Graduation: June 2007

References Matthew Cutter, Owner
Mow Time Lawn Cutters
1234 Turf Ave. Suite B
Saint Paul, MN 55101
(651) 555-0251

Amanda Huginkiss
987 Babysitter Court
Saint Paul, MN 55102
(651) 555-9998